

Elected Member Expenses Policy

(from 2 December 2025 to 30 June 2026)

1. Introduction

The Local Government Act 2002 provides for the NZ Remuneration Authority to set remuneration expense rules and mileage allowances for elected members.

2. Policy context

2.1. Policy principles

- 2.1.1. This policy covers the entitlement of elected members to allowances and contributions towards expenses related to:

travel	mileage	travel
communication	security	childcare
conference and training attendance		professional development.

- 2.1.2. Elected members should be reimbursed for actual and reasonable expenses they incur in carrying out their official duties.
- 2.1.3. Reimbursement of expenses apply only to elected members personally and only while they are acting in their official capacity as elected members.
- 2.1.4. Elected members' expense expenditure must have a justifiable business purpose, is moderate and conservative having regard to the circumstances, is made transparently and is appropriate in all respects.

2.2. Legislative context

Local Government Act 2002 Schedule 7 Clauses 6–13.

Local Government Elected Members (2025/26) Determination 2025.

3. Policy objective

- 3.1. To establish guidelines on the claiming of expenses, fees and allowances by elected members.

- 3.1.1. This policy is based on the principles that all expenditure is:

- Actual and reasonable
- Related to conduct of local authority business
- Represents the best use of ratepayer funds.

- 3.1.2. All entitlements are considered to be a contribution to expenses elected members may incur in the course of conducting local authority business.

- 3.1.3. All dollar figures in this policy are GST inclusive.

4. Implementation

- 4.1. All expense claims must be submitted on the relevant claim form and where appropriate accompanied by full receipts. Eligibility of claims presented without receipts will be determined by the Governance Manager.
- 4.2. All expense claims are to be returned at least quarterly, and preferably monthly.
- 4.3. Expense claims by the Mayor are to be approved by the Chair of Audit & Risk Committee and the Chief Executive.
- 4.4. Expense claims by Deputy Mayor, Councillors and Community Board members are approved by the Governance Manager.
- 4.5. All mileage claims, including Mayor, are approved by the Governance Manager.
- 4.6. The internal audit work programme will include sampling of expense claims and allowances paid to elected members and staff. An external audit work programme may be undertaken as required.

5. Policy Statement

5.1. Remuneration, allowances and hearing fees

- 5.1.1. Under the Local Government Elected Members Determination 2025 a member of a local authority or a Board is entitled to:
 - (a) the applicable remuneration set out in the Schedule (adjusted in accordance with clause 8 if applicable)
 - (b) the applicable allowances payable in accordance with clauses 11 to 15
 - (c) the applicable hearing fees payable in accordance with clause 16.
- 5.1.2. If a member of a territorial authority is also elected or appointed to a board, the member is entitled only to the remuneration that is payable to the member as a member of the territorial authority (i.e. a Councillor appointed to a Community Board is not paid additional remuneration).

5.2. Acting Mayor

- 5.2.1. This clause applies to a member who acts as a mayor during a period when, because of a vacancy or temporary absence, the remuneration or allowances that would usually be paid to the mayor are not being paid.
- 5.2.2. While acting as mayor, the member must be paid the remuneration and allowances usually payable to the mayor, instead of the member's usual remuneration, allowances, and hearing fees.

5.3. Resource Management Act (RMA) resource consent hearing costs

- 5.3.1. Where an elected member (Councillor or Community Board member*) is appointed to an RMA Resource Consent Application Hearing Panel or District Plan Hearing Panel by the Council, remuneration and allowances are payable as outlined in the Local Government Members (2025/26) Determination 2025, Section 16 (or subsequent Determinations).
 - Chairperson of an RMA Resource Consent hearing is entitled to be paid a fee of up to \$130 per hour of RMA hearing time related to the hearing, including preparation, reading materials, site visit and writing of decision time
 - Panel member that is not Chairperson of RMA Resource Consent or District Plan hearing is entitled to be paid a fee of up to \$104 per hour of RMA or District Plan hearing time related to the hearing, including preparation, reading materials, site visit and writing of decision time

- For any period of hearing time that is less than one hour, the fee must be apportioned accordingly
- RMA Resource Consent or District Plan hearing fees are not payable to mayors or a member who acts as mayor and is paid the mayor's remuneration and allowances under clause 16(4).

5.3.2. Any elected member Waimakariri District Council appoints to a RMA Resource Management hearing or District Plan hearing must hold a valid accreditation. The required accreditation is the "Making Good Decisions" programme endorsed by the Ministry for the Environment and provided by WSP Technical. The accreditation must be re-validated after three years from initial accreditation and every five years after that.

5.4. District Licensing Committee hearing costs

5.4.1. Where an elected member (Councillor or Community Board member*) is appointed to the District Licensing Committee (DLC) remuneration is set under Section 183 of the Sale and Supply of Alcohol Act 2012 and their fees and expenses are payable as prescribed by the Minister of Justice in accordance with the Cabinet fees framework. This currently being:

- Chairperson of a DLC hearing is entitled to be paid a fee of up to \$130 per hour of DLC hearing time, including preparation, site visit and writing of decision time
- Panel member whom is not Chairperson of DLC hearing is entitled to be paid a fee of up to \$104 per hour of DLC hearing time, including preparation and site visit time
- For any period of hearing time that is less than one hour, the fee must be apportioned accordingly
- DLC hearing fees are not payable to mayors or a member who acts as mayor and is paid the mayor's remuneration and allowances.

5.5. Reimbursement of conference costs

5.5.1. Where an elected member attends a conference approved by the Council or a Community Board, all actual and reasonable costs associated with the conference or seminar will be met by the Council. This includes meal costs, accommodation costs and travel costs. Alcohol costs will not be reimbursed. The most cost-effective means of travel must be used. Claims are to be supported by receipts and submitted to the Governance Manager within one month of conference.

5.6. Accommodation and meals

5.6.1. Accommodation and meals will be reimbursed based on actual and reasonable costs, as determined by the Governance Manager. In respect of the Mayor, assessment of actual and reasonable costs shall be determined by the Chair of the Audit and Risk Committee together with the Chief Executive. Meals will be reimbursed based on actual and reasonable costs. Claims are to be supported by receipts. Alcohol is considered a private expense and is not reimbursed.

5.7. Mayoral vehicle

5.7.1. The Waimakariri District Council will supply and service a motor vehicle for the Mayor, including for private use. This will be one vehicle per election term in accordance with the Determination.

5.8. Vehicle mileage allowance

5.8.1. Mileage will be paid in accordance with Remuneration Authority Determination (2025/26).

5.8.2. A local authority may pay to a member a vehicle mileage allowance to reimburse that member for costs incurred in respect of eligible travel.

5.8.3. A member's travel is eligible for the allowance if—

- (a) it occurs on a day when the member is not provided with a motor vehicle by the local authority; and
- (b) the member is travelling—
 - (i) in a private vehicle; and
 - (ii) on local authority business; and
 - (iii) by the most direct route that is reasonable in the circumstances.

5.8.4. The allowance payable to a member for eligible travel is, —

- (a) for a petrol vehicle, -
 - (i) \$1.17 per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - (ii) 37 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term;
- (b) for a diesel vehicle, -
 - (i) \$1.26 per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - (ii) 35 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term;
- (c) for a petrol hybrid vehicle, -
 - (i) 86 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - (ii) 21 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term;
- (d) for an electric vehicle, -
 - (i) \$1.08 per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - (ii) 19 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term.

5.8.5. In the case of an elected member living outside the Waimakariri District, the mileage allowance will be payable only from their point of entry at the Waimakariri District boundary.

5.8.6. Transport costs other than mileage will be paid for on an actual and reasonable basis.

5.8.7. The Governance Manager will be responsible for monitoring mileage claims and agreeing with the elected member the most direct route reasonable in the circumstances.

5.9. Travel time allowance

5.9.1. A local authority may pay a member (other than a mayor or a regional chairperson) an allowance for eligible travel time.

5.9.2. A member's travel time is eligible for the allowance if it is time spent travelling within New Zealand—

- (a) on local authority business; and
- (b) by the quickest form of transport that is reasonable in the circumstances; and
- (c) by the most direct route that is reasonable in the circumstances.

5.9.3. The travel time allowance is \$41.30 for each hour of eligible travel time after the first hour of eligible travel time travelled in a day.

5.9.4. However, if a member of a local authority resides outside the local authority area and travels to the local authority area on local authority business, the member is only eligible for a travel time allowance in respect of eligible travel time —

- (a) after the member crosses the boundary of the local authority area; and
- (b) after the first hour of eligible travel within the local authority area.

5.9.5. The maximum total amount of travel time allowance that a member may be paid for eligible travel in a 24-hour period is 8 hours.

5.10. Computer, internet and associated consumables expenses (communications allowance)

5.10.1. It is determined by the local authority that Mayor and Councillors are provided laptops to enable them to perform their functions. Community Board Chairpersons are provided a laptop by Council for Community Board business use. Community Board members are required to use their own equipment.

5.10.2. The Mayor is provided with a mobile phone by the local authority. All Councillors use their own mobile phones. Waimakariri District Council will pay an allowance in accordance with the Remuneration Authority Determination.

Equipment

Mobile telephone	\$200 p.a. (excludes Mayor)
Printer	\$50 p.a.
Personal computer/tablet/laptop	\$400 p.a.
(Community Board Members only – excluding Chairpersons, Councillors and Mayor)	
Paper consumables	\$200 p.a.

Services

Internet Connection	\$800 p.a.
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Equipment

To reimburse for the costs of their phone/printer/computers and related consumables, as follows:

- The Mayor to receive an allowance of \$9.61 per fortnight.
- The Councillors to receive an allowance of \$17.30 per fortnight.
- Community Board Chairpersons to receive an allowance of \$17.30 per fortnight.
- Community Board members to receive \$32.70 per fortnight.

Services

To reimburse for the costs of an Internet connection to their residential address to provide computer access to the Council, as follows:

- The Mayor and Councillors to receive an allowance of \$30.76 per fortnight
- Community Board Chairpersons to receive an allowance of \$30.76 per fortnight
- Community Board members to receive an allowance of \$30.76 per fortnight.

If a local authority requests a member to use the member's own mobile telephone service for the purpose of the member's work on local authority business, the member is entitled, at the member's option to –

- (a) An allowance for that use of up to \$500 for the determination term; or
- (b) Reimburse of actual costs of telephone calls made on local authority business on production of the relevant telephone records and receipts.

5.11. Childcare allowance

5.11.1. A local authority may pay a childcare allowance, in accordance with clauses 15 of the Determination, to an eligible member as a contribution towards expenses incurred by the member for childcare provided while the member is engaged on local authority business.

5.11.2. A member is eligible to be paid a childcare allowance in respect of childcare provided for a

child only if:

- (a) the member is a parent or guardian of the child, or is a person who usually has responsibility for the day-to-day care of the child (other than on a temporary basis); and
- (b) the child is aged under 14 years of age; and
- (c) the childcare is provided by a person who—
 - (i) is not a parent of the child or a spouse, civil union partner, or de facto partner of the member; and
 - (ii) does not ordinarily reside with the member; and
- (d) the member provides evidence satisfactory to the local authority of the amount paid for childcare.

5.11.3. A local authority must not pay childcare allowances to a member that total more than \$7,500 per child during the determination term.

5.12. Home Security Additions

5.12.1. The Council may reimburse elected members for the installation and ongoing costs of a home security system, subject to the conditions outlined in Clause 15 of the Remuneration Authority's Determination, and conditions set in this policy.

5.12.2. This home security reimbursements applies to all elected members of the Council whose primary place of residence is within the Council's jurisdiction. It does not apply to elected members that live outside of the Waimakariri District.

5.12.3. The Council may reimburse elected members for the installation and ongoing costs of a home security system, subject to the conditions outlined in Clause 15 of the Remuneration Authority's Determination and the procedures set out in this policy.

5.12.4. Reimbursement is subject to the following conditions:

- a) A security threat and risk assessment must be conducted by the Council's independent security advisor.
- b) The assessment must be authorised by the Chief Executive, based on a written request from the elected member, that outlines the issues and potential risk/threats. and evidence of such occurrences (i.e. public actions resulting in Police call-outs, trespass notices served, repeated threats).
- c) The Chief Executive must agree with the findings of the assessment and approve any reimbursement.

5.12.5. Subject to the above conditions and the Remuneration Authority Determination limits, the Council may reimburse:

- a) Up to \$4,500 for the installation of a security system at the elected member's primary residence.
- b) Up to \$1,000 per annum for monitoring, call-outs, and repairs.

5.12.6. Additional expenses for supplementary security measures may be reimbursed if:

- a) The security threat and risk assessment recommends such measures; and
- b) The Council applies to the Remuneration Authority and receives approval for reimbursement of these additional expenses

5.12.7. The Governance Manager will coordinate requests and assessments, and maintain records of approvals and reimbursements. All reimbursements must be supported by appropriate documentation and receipts.

6. Breaches

An alleged breach of allowance and expense rules is to be considered under the Code of Conduct.

7. Effective date

2 December 2025

8. Review date

This policy will be reviewed annually following the release of the Remuneration Authorities Local Government Elected Members Determination. The next review is due July 2026.

9. Policy owned by

The Governance Manager.

10. Approval

Approved by Waimakariri District Council on 2 December 2025 for receipt by the Remuneration Authority

Appendix 1

Approved Events Eligible for Mileage Claim	Mileage	
	Paid	Not Paid
Council meetings (ordinary, special, extra-ordinary and emergency)	✓	
Committees and Subcommittees of Council (if appointed a member)	✓	
Community Board meetings (if an appointed member)	✓	
Resource Consent Hearings (if an appointed member of the Hearings Panel)	✓	
WDC Advisory Group meetings (if appointed by the Council as its representative) (e.g. Ohoka Domain Advisory Group)	✓	
Formally representing Council (as a result of resolution of Council) at a formal meeting of another local authority	✓	
Meetings of other outside organisations as the Council's appointed representative (appointment pursuant to a Council resolution). (Note that meetings of Council Controlled Organisations and Trusts where Councillors and Community Board members are otherwise remunerated do not qualify for payment.)	✓	
Full Council workshops or briefings (which have the prior approval of the Mayor and Chief Executive) at which no resolutions or decisions are made. These workshops are to be held solely to discuss major policy or strategic issues of interest to all Councillors	✓	
Training and development courses, field trips, site visits, where authorised by the Mayor or formal resolution of Council or Community Board, in excess of four hours	✓	
Public meetings where the Council is officiating	✓	
Meetings with other statutory bodies to deal with issues which would be the responsibility of a Committee or Subcommittee of Council of which the Councillor attending is a member or which deal with issues directly affecting the Councillors Ward or Portfolio	✓	
Local Conferences/Seminars (if an appointed WDC representative) <i>Note – Local being generally the Canterbury region at the discretion of the Chief Executive and/or Governance Manager</i>	✓	
Working groups or working parties	✓	
Field trips or site visits/inspections (including site visits for resource consent hearings where approved by Mayor or Committee Chairperson and advised to Governance Manager)	✓	

Approved Events Eligible for Mileage Claim	Mileage	
	Paid	Not Paid
Briefings and discussions with the Mayor, Chief Executive, Senior Managers and Officers	✓	
Where Councillors, other than the Deputy Mayor, officiate at “official” functions as determined by the Mayor	✓	
Constituency meetings (either with individuals or organisations) unless there is formal approval from the Mayor or Chief Executive		X
Social functions		X
Event attendance in a non-representative/unofficial capacity		X
Travel not related to the business of the Waimakariri District Council		X
Personal travel interspersed with Council related business		X